

November 9, 2005 AACRAC MEETING MINUTES

Members Present: Emilie Zehr, Amanda Toot, Loren Jones, Steve Hanlin, Patricia Federico, Carol Moran, Doug Sumerford (help me out on the rest please, I will have a sign-in roster for next time)

Guests Present: Maureen McClain, Briony Lachinski

The order of items presented in these meeting minutes is consistent with presentation at this meeting and does not correspond with the order of proposed agenda items.

1. Meeting called to order at 12:40 p.m.
2. Briony Lachinski was introduced to the members as a potential member of the committee. Amanda Toot will forward Ms. Lachinski's name to Les Lewis, Location Coordinator.
3. Discussion of last month's minutes. The minutes were presented. Amanda Toot pointed out that she had updated the minutes and format of the minutes. A discussion ensued regarding changing the format of the minutes without prior approval. A motion was made to keep the revised format of the minutes, seconded and a discussion followed. Vote was taken with Loren Jones as the only descent. The motion was passed.
4. Maureen McClain from Story County Community Life described how her agency helps disabled individuals learn about jobs that they would be qualified for, how to find these jobs and how to keep a job once they have been hired. Ms. McClain works with Iowa Vocational Rehabilitation Services (IVRS) to place disabled persons in jobs suitable for their disability. Ms McClain also talked about **work site assessments**. This allows an individual to try out a job, short term, so that the employer and the worker can see if the worker can effectively handle the position. The worker is paid for their time on the job by the IVRS. Ms. McClain works with disabilities ranging from mental retardation to psychiatric disabilities. Contact information was given to Amanda Toot and a Career intern program handout was given.
5. The review of past observance, Disability Employment Awareness, was passed by Emilie Zehr, and did not take place.
6. The review of this month's observances was as follows: **Native American Heritage** observance would be celebrated through posters at each site as well as the showing of a video, Sacagawea. The movie and a flier will be sent to us by Steve Hanlin. For the **Veteran's Day** observance, Loren Jones had placed posters up at all sites. We talked again about a speaker, but Mr. Jones felt that he might not be able to locate someone within the month of November. Briony Lachinski informed us that her boyfriend was in Iraq one year ago and although he has not offered to speak on the subject, she did have contacts that she could provide to possibly obtain a speaker for December or January. The movie War Letters would also be shown November 10, 2005. The book is available through the AACRAC library for checkout. Also, the movie, Two Days in October, which chronicles an

incident in the 1960's was pending for viewing but as of yet has not been received at NADC.

7. For the next scheduled observance, **Martin Luther King, Jr Day**, Doug Sumerford would like to show the movie, Citizen King. This movie depicts the last five years of Mr. King's life. AACRAC has the movie in their library.
8. **Assignment of next year's observances:** The signup sheet for next years observances was again passed around. Only one observance does not have a volunteer chairman. Amanda Toot took this observance.
9. A discussion was held as to whether we need more members on the AACRA committee. At this time we have all the required areas represented except we do not have a minority member identified.
10. Conference support: Discussion ensued regarding how we can better advertise employment opportunities to qualified students.
 - ISU job fair. Carol Moran briefly discussed her attendance at the ISU job fair.
 - MANNRS regional conference. ARS will send members from St. Louis or Columbia as these are closer than Ames. We were encouraged to work 'closer to home' with the ISU MANNRS group. Mary Debaka was contacted as to how we can support MANNRS. Two suggestions were made 1) Donate money to fund student transportation to functions. (This was not acceptable due to funding policies as per Carol Moran). 2) Join with ISU on a full page ad in the regional meeting booklet. (This suggestion was acceptable and will be looked into further). Ms. Moran suggested that we target the regional meeting scheduled for early in 2006 as this is attended by more local individuals. Patricia Federico suggested that we make a flier of the types of jobs that are normally available at ARS, Ames for students that may not be graduating this year so that they can see that there are job opportunities locally for their talents. Ms. Moran suggested we work with Human Resources to have current job descriptions available for students who will graduate this year (2006).
 - ISU MANNRS meeting. Doug Sumerford and Amanda Toot volunteered to attend the next ISU MANNRS meeting.
 - Discussion was tabled.
11. Summer Internship Program (SIP) Amanda, please do this section for me as my notes make no sense whatsoever. Looks like I need practice taking notes. We will hear back from Nina Grant when applications are submitted by the scientists in February. The scientist will be informed in March/April if they will receive an intern. Ms. Toot will inform scientists on the proper format for the proposal.
12. AACRAC survey. Two surveys were presented for consideration to the committee. Members are to review these surveys and provide feedback via email to Ms. Federico and Ms. Toot. The survey will be finalized and presented at the December meeting.
13. Mobbing presentation discussion. It was again discussed as to whether AACRAC was the proper avenue to present this topic and whether there was actually a need for this information to be disseminated throughout the units. Ms. Moran discussed that mobbing could be a civil rights issue but not necessarily. She went further in

stating that mobbing was defined on an email from the HR directors office and therefore is recognized as a possible topic for us to present. Discussion followed as to whether mobbing is a campus wide problem or just an isolated problem. Ms. Federico made a motion to send out an email to see if anyone outside the committee would be willing to form a subcommittee to research mobbing and help with a presentation. Motion was seconded and passed. Ms. Federico and Ms. Toot will find a time that is convenient for a short coordination meeting. If there is no support for a mobbing presentation by the ARS members at large, it was decided that the plans to present this topic be dropped.

14. Web site updates. No updates as per Steve Hanlin.

15. New Business.

Outreach – possible community outreach projects were presented to get ARS exposure.

- The Boone High School Career fair was suggested. We also discussed attending the ISU and Roland/Story career fairs, and to look into other area career fairs that we could attend. It was also suggested that we might be able to employ the Science fair winner.
- Letters to schools regarding science fair judges. Emails would be sent to see how many people would be interested in participating in this activity.
- Adopting a science class or FFA chapter
- Contact the Midwest Area Outreach Coordinator, Mary Bishop, to give a presentation on ways we can participate in community activities.

Transit subsidy – There is transit subsidy available for federal employees.

16. Meeting was adjourned at 2:17 p.m.

Plans of Action:

1. Discuss mobbing subcommittee progress
2. Amanda Toot, notify Briony Lachinski's supervisor about membership.
3. Finalize survey
4. Mary Bishop's presentation
5. MANNRS meeting at ISU debrief

Minutes written by Patricia Federico, revised by Amanda Toot